



DEFENSE INTELLIGENCE AGENCY
WASHINGTON, D. C. 20301

27 Jan 82

TO:



STAT

SUBJECT: Active Duty Training Tour

1. We have been informed that you are scheduled to perform an active duty training tour with us. Every effort has been made to assign you to the office where your mobilization billet is located or where you can receive the best training to enhance your capability to support the DIA intelligence operations. You have tentatively been assigned to the following office on the dates indicated.

COUNTERINTELLIGENCE DIVISION (OS-1) 5-16 Apr 82

2. All reservists performing active duty for training with the Defense Intelligence Agency (DIA) including the Defense Intelligence School must report to the DIA Central Processing Center (Room 2A540, the Pentagon) for inprocessing no later than 0800 hours on their first day of duty (Monday). It is important that you report in on time to avoid missing any scheduled appointments that may have been set up for you.

3. To assist you in your forthcoming tour, enclosed is general information concerning the Agency and information on billeting accommodations in the area. You should make hotel reservations as soon as possible if you do not live in the local area. A transportation request for an airline ticket can be acquired from the nearest military transportation office. Additional information, if required, may be obtained by calling the DIA Reserve Affairs Office, 202-697-7785 commercial or 227-7785 AUTOVON.

4. We look forward to having you aboard and hope your tour will be interesting and productive.

1 Enclosure
Informational Packet



Reserve Affairs

STAT

MISSION STATEMENT
OF THE
DEFENSE INTELLIGENCE AGENCY

The Defense Intelligence Agency (DIA) was established as an agency of the Department of Defense by DoD Directive 5105.21, dated 1 August 1961. DIA, under provisions of the National Security Act of 1947, as amended, operates under the direction, authority, and control of the Secretary of Defense. The chain of command runs from the Secretary of Defense through the Joint Chiefs of Staff to the Director.

Under its Director, the Defense Intelligence Agency is responsible for producing and disseminating defense intelligence to satisfy the intelligence requirements of the Secretary of Defense, the Joint Chiefs of Staff, and major components of the DOD. It accomplishes this either by use of internal resources; through the management, control, and coordination of the intelligence functions of other DOD activities, or through cooperation with other intelligence organizations.

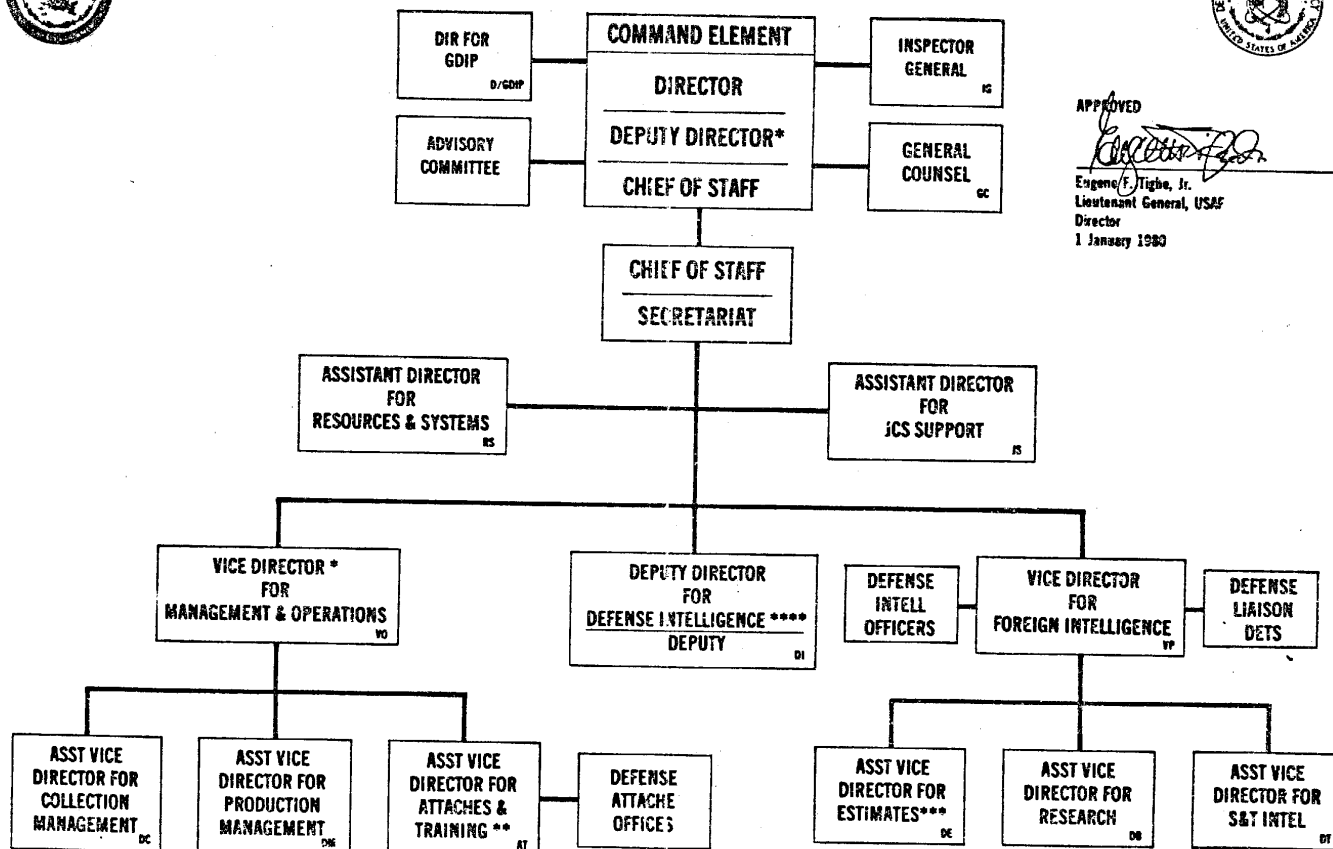
DIA reviews and coordinates those DOD intelligence functions retained by or assigned to the military departments. It also develops guidance for the conduct and management of such functions for review, approval, and promulgation by the Secretary of Defense.

DIA also has the responsibility of supervising the execution of all approved plans, programs, policies, and procedures for those DOD general intelligence functions and activities for which DIA has management responsibility. It assists in obtaining the maximum economy and efficiency in the use and management of the DOD intelligence resources.

An organizational chart is attached.



DEFENSE INTELLIGENCE AGENCY



APPROVED

Eugene F. Tighe, Jr.

Eugene F. Tighe, Jr.
Lieutenant General, USAF
Director
1 January 1980

- * Deputy Director also serves as VO
- ** Assistant Vice Director for Attaches and Training also acts as Deputy VO
- *** Assistant Vice Director for Estimates also acts as Deputy VP
- **** Deputy Director for Defense Intelligence also serves as Senior Intelligence Advisor to the Director

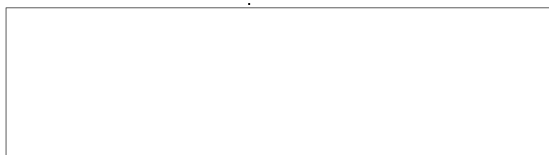
DUTY STATIONS

Listed below are geographical duty stations for reservists who perform active duty training with the DIA. The purpose of this listing is to identify your duty station so that billeting accommodations may be obtained in the vicinity of your duty station, if desired. The circled number below identifies your duty station. This information does not alter your reporting instructions.

Duty StationLocation

STAT

1



2

1735 North Lynn Street
 Rosslyn, VA
 (Off Rt 50, North of Ft. Myer, VA)

3

The Pentagon
 Washington, D.C.

4

Anacostia Annex
 Washington, D.C.
 (Northeast of Bolling AFB)

5

214 Massachusetts Ave. NE
 Washington, D.C.

6

1211 S. Fern St. (Near Pentagon)
 Arlington, VA

7

Washington Navy Yard
 1st & M Street, SE
 Washington, D. C.

MILITARY UNIFORM POLICY IN THE WASHINGTON D. C. AREA

Listed below are the military uniform requirements for reservists who perform active duty for training with the DIA. The summer uniform wear begins on the 1st Monday in April and the winter uniform wear begins the 1st Monday in November. Reservists are required to wear the prescribed uniform during duty hours.

	<u>SUMMER</u>	<u>WINTER</u>
Army	Any Class A Uniform	Any Class A Uniform
Navy	Service Dress Blue ¹ Summer White ² Summer Blue Working Khaki ⁴	Service Dress Blue Winter Blue ³ Winter Working Blue ²
Air Force	Combination 1,2,3,4	Combination 1,2,3,4
Marine Corps	Summer Service A, B, C	Winter Service A, B, C (Effective 5 Nov 79)

¹All Naval Officers will wear when conducting business on Capitol Hill.

²Not to be worn in the Pentagon by Officers/Enlisted.

³Not to be worn in the Pentagon by Officers.

⁴Not to be worn in the Pentagon by Officers & CPOs.

TRANSPORTATION

There is a public transportation system (Metrobus and Metrorail), that serves the Washington Metropolitan Area. Information concerning this system may be obtained by calling 637-2437 from 0600 to 2330 hours. As a matter of interest, passengers must provide the exact fare when boarding the Metrobuses.

PARKING FOR POV

At most military installations personnel are charged a parking fee for privately owned vehicles. Reservists performing active duty for training tours are exempt from paying this fee. However, certain procedures must be followed by individuals concerned to obtain this exemption. The procedures are:

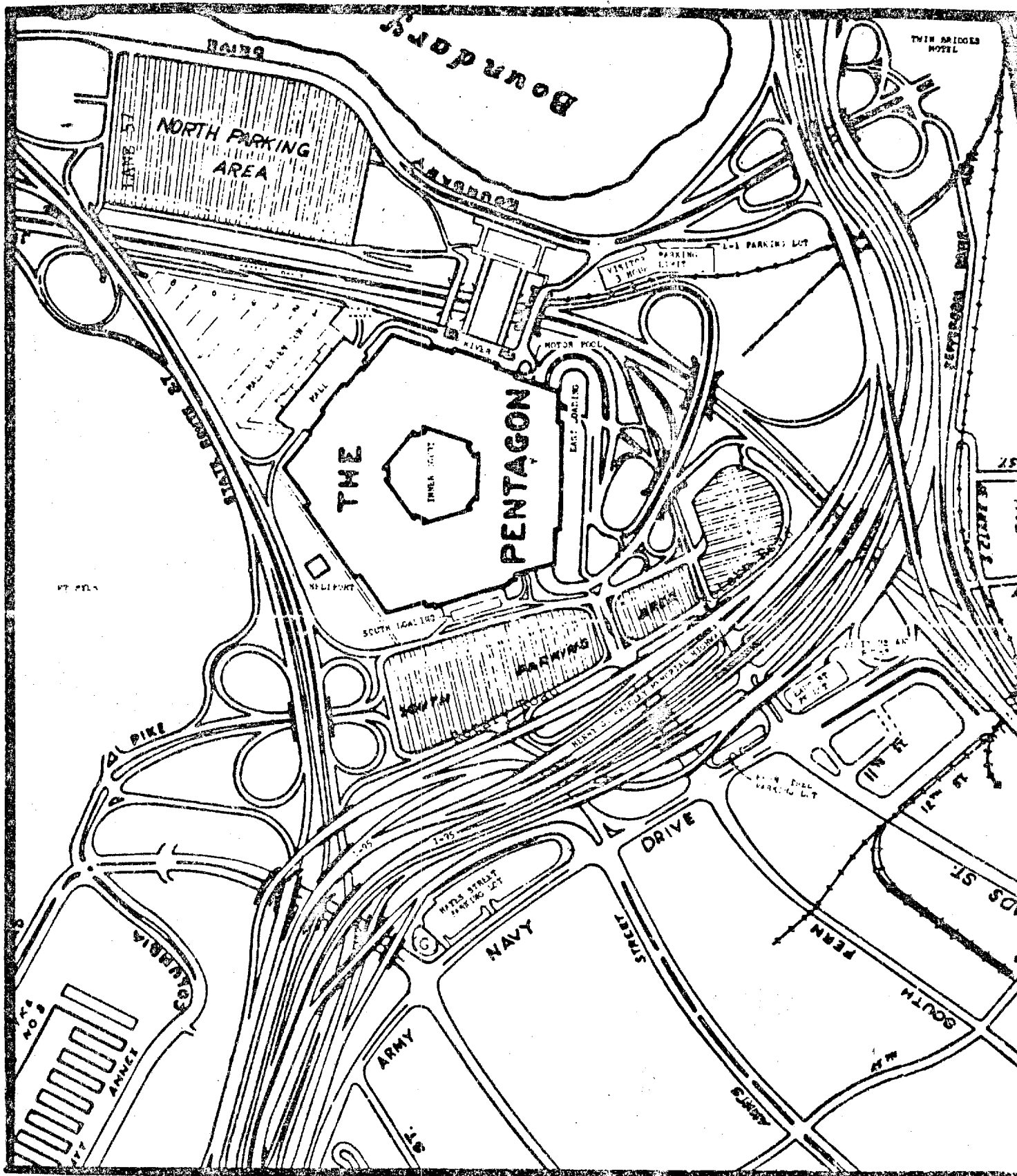
Report to Building 314 for issuance of an exemption permit. One copy of orders is required. The building is located near the NCO Club and the Education Center. If you are unfamiliar with the post, ask the gate guard for directions. The phone number for the Parking Control Office is 692-6949.

STAT

Pentagon - E-1 Visitors Parking - Reservists are to take a copy of their orders along with their ID to the Central Parking Office on the Concourse, which is located across from the Post Office where they will be issued a temporary parking permit for parking at the Pentagon for the duration of the period of training on the orders. Three hours free parking will be permitted in the E-1 visitors parking lot. If the visit is longer than 3 hours or if you park in the wrong area you will be ticketed by General Services Administration (GSA) Police.

The lot is manned and operated from 0700 to 1800 hours Monday thru Friday.

Bldg 213, Washington Navy Yard - Upon reporting, let the party know whether or not parking space is required. If so, arrangements will be made for "No Fee" parking, subject to the availability of spaces.



COMMERCIAL BILLETING ACCOMMODATIONS

- These billeting accommodations are listed solely to assist you in obtaining housing near your duty station. The list, therefore, is limited to those facilities that are located nearest to DIA activities. There are, of course, many other accommodations located throughout the metropolitan area. The Reserve Affairs Office neither recommends for/or against those listed and there is no intent to influence your selection.

NAME/LOCATION

Americana Motel
1400 Jefferson Davis HWY (Rte 1)
Arlington, VA 22202
Tel: 703-979-3772

Airport Motel
2620 Jefferson Davis HWY (Rte 1)
Arlington, VA 22202
Tel: 703-684-8800

*Imperial 400 Motel (Near Ft. Myer, VA)
2201 Arlington Boulevard
Arlington, VA 22216
Tel: 703-525-0300

Cherry Blossom Motor Inn
3030 Columbia Pike
Arlington, VA 22204
Tel: 703-521-5570

Clarendon Hotel Court
3824 Wilson Boulevard
Arlington, VA 22203
Tel: 703-525-7200
(Has apts with cooking facilities)

Embassy Motel
1900 Jefferson Davis HWY (Rte 1)
Arlington, VA 22202
Tel: 703-979-5252

NAME/LOCATION

Falls Church Inn (Best Western)
6633 Arlington Boulevard
Falls Church, VA 22043
Tel: 703-532-9000

Highlander Motor Inn
3336 Wilson Boulevard
Arlington, VA 22203
Tel: 703-524-4300

Holiday Inn
1489 Jefferson Davis HWY (Rte 1)
Arlington, VA 22202
Tel: 703-521-1600

Holiday Inn
2485 South Glebe Road
Arlington, VA 22206
Tel: 703-979-4100

#Holiday Inn
1850 North Fort Myer Drive
Rosslyn, VA 22209
Tel: 703-522-0400

Hospitality House Motor Inn
2000 Jefferson Davis Highway (Rte 1)
Arlington, VA 22202
Tel: 703-920-8600

NAME/LOCATION

#Howard Johnson's Motor Lodge
2650 Jefferson Davis HWY (Rte 1)
Arlington, VA 22202
Tel: 703-684-7200

Intrastate Inn
6111 Arlington Boulevard
Falls Church, VA 22044
Tel: 703-534-9100

#Iwo Jima (Quality Motel)
1501 Arlington Boulevard
Arlington, VA 22209
Tel: 703-524-5000

King Arthur's Court
2250 Wilson Boulevard
Arlington, VA 22201
Tel: 703-524-8850

Marriott Hotel
Key Bridge
Rosslyn, VA 23209
Tel: 703-524-6400

Marriott Hotel
1999 Jefferson Davis HWY (Rte 1)
Arlington, VA 22202
Tel: 703-521-5500

Marriott Hotel
Twin Bridges (US 1 & 1-95)
Washington, DC 20001
Tel: 202-628-4200

Motel Fifty
1601 Arlington Boulevard
Arlington, VA 22201
Tel: 703-524-3400

NAME/LOCATION

Pentagon Motel
901 South Clark Street
Arlington, VA 22202
Tel: 703-979-3000

Quality Inn (Governor)
6650 Arlington Boulevard
Falls Church, VA 22041
Tel: 703-532-8900

Quality Motel Central
Arlington Boulevard & North
Courthouse Road
Arlington, VA 22201
Tel: 703-524-4000

Quality Inn (South Gate)
2480 South Glebe Road
Arlington, BA 22206
Tel: 703-979-4400

**Quality Inn (Pentagon City)
300 Army-Navy Drive
Arlington, VA 22202
Tel: 703-892-4100

#Ramada Inn
1900 Fort Myer Drive
Rosslyn, VA 22209
Tel: 703-527-4818

Sheraton National Motor Hotel
900 South Orme Street
Arlington, VA 22204
Tel: 703-265-2000

Spring Hill Motor Lodge
5666 Columbia Pike
Bailey's Crossroads, VA 22041
Tel: 703-820-5600
(Has kitchenettes in every room)

NAME/LOCATION

***Skyline Inn
10 "I" Street South West
Washington, DC 20024
Tel: 202-488-7500

Stouffers National Center Hotel
2399 Jefferson Davis HWY (Rte 1)
Arlington, VA 22202
Tel: 703-979-6800

*See the accompanying enclosure concerning transportation between Fort Myer and AHS.

** Within walking distance of the Pentagon and Cafritz Building.

***Nearest to the Defense Intelligence School
#Has swimming pool

OTHER

Officers' Service Club
1644 21st Street, North West
Washington, DC 20009
Tel: 202-322-3010

The Reserve Affairs Office is not sufficiently manned to provide billeting accommodation reservation service. It is requested, therefore that you communicate directly with the activities concerned regarding this matter.

HOTEL ACCOMODATIONS

Special Rates for Military

WASHINGTON, D.C.

Ambassador
14th & K St., N.W.
Washington, D.C.
Phone: 628-8510

Commodore
520 N. Capital St., N.W.
Washington, D.C.
Phone: NA8-1664

YMCA
1736 G St., N.W.
Washington, D.C.
Phone: 628-8250

Officers Service Club
1644 21st St., N.W.
Washington, D.C.
Phone: DE2-3010

Skyline Inn
10 I St., S.W.
Washington, D.C.
Phone: 488-7500

Guest Quarters Apartment Hotel
801 New Hampshire Ave., N.W.
Washington, D.C. 20037
Phone: 785-2000

MARYLAND

Mr. Wicks Hotel
2806 Oxon Run Dr.
Hillcrest Heights, MD
Phone: 894-3500

Interstate Inn
Allentown Rd & Maxwell Dr.
Camp Springs, MD
Phone: 449-6700

Howard Johnson's
Res: 894-3600

Prince George Motor Hotel
3714 Branch Ave., S.E. (Rt 5)
Hillcrest Heights, MD 20023
Phone: 423-0600

VIRGINIA

Presidential Gardens Mtr Hotel
Mount Vernon Ave. & Russell Rd.
Alexandria, VA 22305
Phone: 836-4400

South Gate Motel
Shirley Hwy & S. Glebe Rd.
Arlington, VA
Phone: 979-4400

Iwo Jima Motor Hotel
1501 Arlington Blvd. (Rt 50)
Arlington, VA
Phone: 524-5000

Military Towers
420 N. Van Dorn St.
Alexandria, VA 22304
Phone: 370-1000

Cherry Blossom Motor Inn
3030 Columbia Pike (Rt 244)
Arlington, VA 22204
Phone: 521-5570

Guest Quarters Apt Hotel
100 S. Reynolds St.
Alexandria, VA 22304
Phone: (703) 370-9600
(call collect)

Brookside Motel
6001 Richmond Hwy
Alexandria, VA 22303
Phone: 765-5100

Crystal City Marriott
Res: 521-5500

BACHELOR/VISITING QUARTERS

This listing is provided for your convenience in obtaining on-station billeting accommodations, if desired. The Reserve Affairs Office is not sufficiently manned to provide billeting accommodation reservation service. It is requested, therefore, that you communicate directly with the activities concerned regarding this matter.

Installation/LocationTelephone NumberOfficers:

*Andrews AFB, MD 20331	301-981-2606;858-2606 AUTOVON
**Andrews AFB, MD 20331	301-981-2750;858-2750 AUTOVON
Bolling AFB, DC 20332	202-767-5771;297-5771 AUTOVON
Fort Belvoir, VA 22060	703-664-6071;354-0110 AUTOVON
***Alternate	703-664-5933;354-5933 AUTOVON
Fort Myer, VA 22211	202-692-9603;222-9604 AUTOVON

*Air Force billeting accommodations

**Navy billeting accommodations

***Additional billeting accommodations controlled by the Reserve Components Division.

Enlisted:Army

Company A, USAG, AHS Arlington, VA 22212	202-692-6855;222-6855 AUTOVON
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Navy & Marine Corps

Navy Liaison Office, Bldg 403, Fort Myer, VA. 22211	202-692-9803;222-9803 AUTOVON
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Air Force

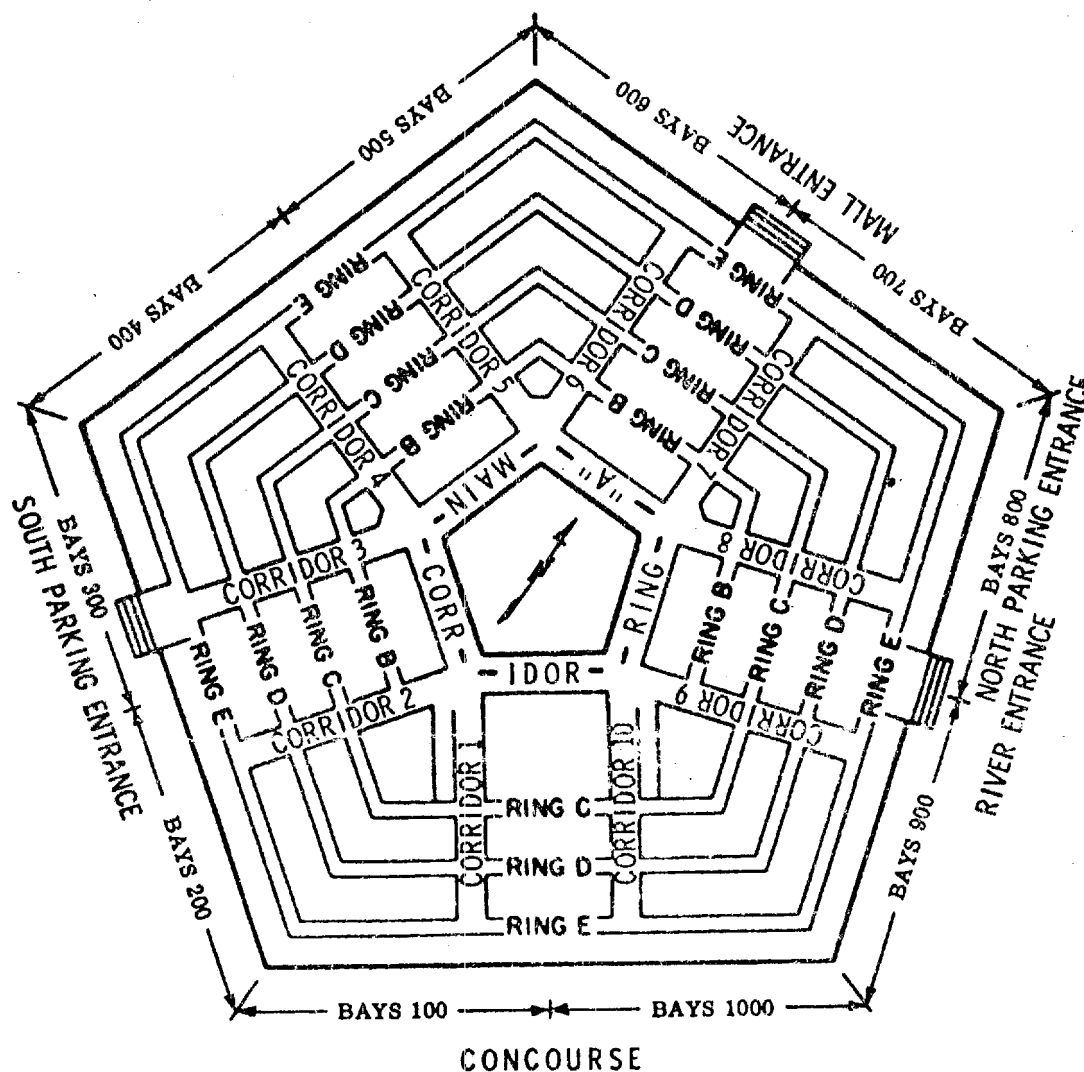
Air Force Liaison Office Bldg 406, Fort Myer, VA 22211	202-692-9816;222-9816 AUTOVON
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Military Guest House

Navy Lodge 12 Bowline Green, SW Washington D.C. 20032	202-562-9382;288-3657 AUTOVON
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(Bellevue Housing (NAVY) is located at the South Gate of Bolling Air Force Base. These cottages are available for enlisted and up to Grade 0-3 personnel on a first come/first serve basis.)

GUIDE TO THE PENTAGON



BUILDING PLAN..

Each floor is formed of 5 concentric rings connected by 10 spoke-like corridors.

WHAT ROOM NUMBERS MEAN..

First digit is the Floor.
Letter is the Ring.
Next digit is the Corridor,
Last two digits are the Room.

HOW TO FIND A ROOM..

EXAMPLE, 3-C-138

1. Go to 3d Floor, A Ring.
2. Proceed on A Ring to 1st Corridor.
3. Go down 1st Corridor to C Ring.
4. Turn left to Room 138.

JOINT ARMED FORCES HOUSING REFERRAL OFFICE

1 March 1980

HOUSING REFERRAL OFFICES IN THE METROPOLITAN WASHINGTON AREA

HOUSING REFERRAL

COORDINATING OFFICE:

Joint Armed Forces Housing Referral Office (JAFHRO)
Building 322, Fort Myer, Virginia 22211
Tel: (202) 692-1547; Autovon 222-1547

HOUSING COUNSELING OFFICES:

Fort Myer Housing Referral Office
Building 202
Fort Myer, Virginia 22211
Tel: (202) 692-9540/9543
Autovon 222-9540

Fort Belvoir Housing Referral Office
Building T-1907
Fort Belvoir, Virginia 22060
Tel: (703) 664-4716/4886
Autovon 354-4716

Pentagon Housing Referral Office
Room 1B881 Pentagon
Washington, DC 20310
Tel: (202) 697-4115/4116
Autovon 227-4115

National Naval Medical Center⁴ Housing
Referral Office
Building 123, Room 219
National Naval Medical Center
Bethesda, Maryland 20014
Tel: (202) 295-1138
Autovon 295-1138

Bolling Air Force Base Housing
Referral Office
Hangar No. 1
Bolling Air Force Base, Wash DC 20332
Tel: (202) 767-4675/5303
Autovon 297-5303

Headquarters Naval District Washington
Consolidated Family Housing
Building 57, Anacostia
Washington, DC 20374
Tel: (202) 433-2028
Autovon 288-2028

Andrews Air Force Base Housing
Referral Office
Building 3481
76th AB Group/DEHR
Andrews Air Force Base
Wash, DC 20331
Tel: (301) 981-5165
Autovon 858-5165

Walter Reed Army Medical Center Housing
Referral Office
Building 7, Room 246
6825 16th Street, NW
Washington, DC 20012
Tel: (202) 576-3153/3154
Autovon 291-3153

Fort George G. Meade Housing
Referral Office
Building 4463
Fort George G. Meade, MD 20755

U. S. Coast Guard
GCAS/TP 31
2100 2d Street, S. W.
Washington, DC 20593